

POSITION: COUNCIL AGENDA COORDINATOR

JOB POSTING #: 2014-0150

DEPARTMENT: Council Services

UNION: 543

POSTING TYPE: Departmental

JOB CODE: 543026

POSTING STATUS: Temporary Full-time

POSITION #: 00000034

OF POSITIONS: 1

GRADE/CLASS: 0.10

SHIFT WORK REQ'D: No

SALARY RANGE: \$23.47 to \$27.58 per hour

HOURS PER WEEK: 33.75

DUTIES:

Reporting to the Supervisor of Council Services is responsible for advising requestors on eligibility of requests to Council, as well as compiling Council Reports and the creation of the weekly Council Agenda, monthly Standing Committee Agendas and Committee Reports; (and any special meetings of Council called for by the Mayor) as well as the Order of Business in hard copy and electronic format. This requires organizing delegation requests and determining which Council Reports should be listed as consent items, in accordance with the Procedure By-Law. Will prepare and place Civic Corner Advertisements and ensure web-site readiness of the Agenda, Order of Business, and Delegation Lists. Coordinate the gathering and listing of proposed agenda items for the "Weekly Agenda Review" meeting; Liaise weekly with Information Technology staff regarding the audio/visual requirements of presenters/delegations for the Council meetings; Act as the lead coordinator for the preparation of Communications and By-laws with the staff on the Council Documents Team; Coordinate the Council Agenda Distribution List and ensure the compilation of the Council Agenda packages for delivery to the Mayor, Members of Council, administration, media and customers; Respond to counter, telephone and email inquiries; Accurately type and maintain files and correspondence often on tight deadlines; Ensure that notification requirements are properly adhered to and issued for Council and Standing Committee reports; Search for and enter City Council Agendas, minutes, by-laws etc., using Live Link Basis System; Maintain amiable relations with the public and staff; Serve as back-up to the "Order of Business Coordinator", which would involve preparing the Communications package, by-laws, and Order of Business; Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Will perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post-secondary education in Public, Office or Business Administration, or Ontario Ministry of Education equivalency.
- **OR** Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency plus ten (10) full time years of experience with the Corporation of the City of Windsor in an Administrative/Secretarial/Clerical position with successful completion of all three levels of the Computer Technology Certificate.
- Must have over one (1) year experience in a computerized office environment with operating knowledge of Word, Outlook and Excel.
- Must have a minimum typing speed of 50 wpm.
- Must possess good proofreading skills, written and oral communication skills and interpersonal skills.
- Must be able to work with minimal instruction or supervision.
- Must have a pleasant, courteous manner and demonstrate an ability to deal with customers in a professional manner.
- Experience using Live Link Basis System is considered an asset.
- Experience maintaining a website is considered an asset.
- Will be required to lift up to 20 lbs.

POSTING SPECIFICS:

Posting Period:

- **From Friday, June 13, 2014 at 9:00 AM to Monday, June 16, 2014 at 4:30 PM**
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current employees of the Council Services Department, Communications & Customer Service and Policy, Gaming & Licensing. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete a resume, specifically noting the job posting number, your qualifications and experience as outlined above

Apply To:

- In person to Anna Ciacelli, (A) Supervisor of Council Services, 350 City Hall Square East, #203 or by e-mail to aciacelli@city.windsor.on.ca.

Updated:

- By Human Resources on June 12, 2014